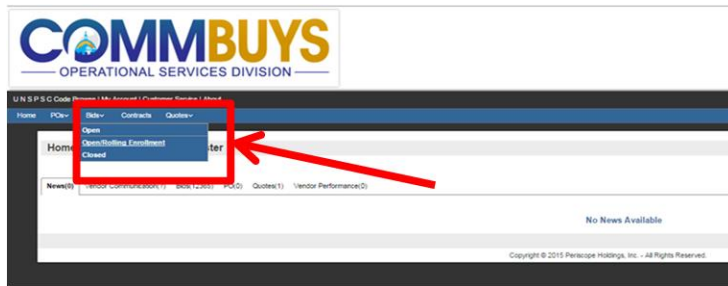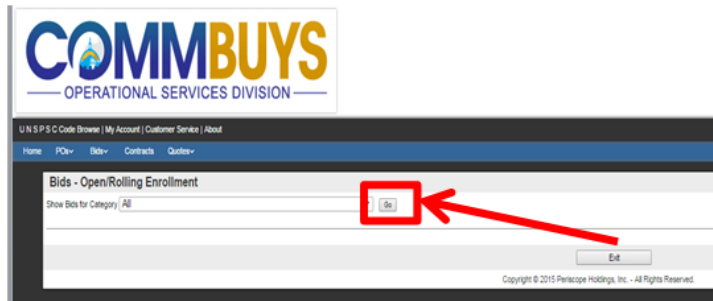# How to Find Open/Rolling Enrollment Bids When Logged in COMMBUYS

Although vendors usually may locate Bids using Advanced Search functionality when logged in COMMBUYS, there is a different process to find Open/Rolling Enrollment Bids.

To find an Open/Rolling Enrollment Bid, select the "Bids" tab in the top left corner of the COMMBUYS dashboard, and then select "Open/Rolling Enrollment."

On the next screen, select the "Go" button.

This will return a list of bids displayed in descending order by Bid number (#). Use the last four digits of the Bid # to identify the appropriate page within the Bid list.

Select the desired Bid # to view and respond to the Bid.